

DJS TRAINING COURSES  
JUNE 2012

ACF COMMENTS	COURSE TYPE	COURSE TITLE	PROVIDER	DURATION	HRS	COURSE DESCRIPTION	IV-E ALLOWABLE ADMINISTRATIVE FUNCTION	ENTRY LEVEL / PRE SERVICE TRAINING (Case Mgt.. Spec and	IN SERVICE TRAINING (Case Mgt. Spec. and Supervisors)	FOSTER PARENT TRAINING	COST ALLOCATION	NEW COURSES FOR FY 2011
	IN SERVICE	A Foundation for Correctional Training	Nalt Inst Corrections eLearning	SHORT TERM	1	This course introduces participants to delivering training via the Internet using Web-based training (WBT), or e-learning. This course reviews the basic principles of e-learning, describes the strengths and weaknesses of this instructional delivery strategy, outlines the processes by which an e-learning course is designed and developed, and provides important information to consider when deciding whether to develop e-Learning in-house or to outsource part or all of the services.	N/A		X		State	X
	IN SERVICE	A.S.S.I.S.T. - Automated	DJS	SHORT TERM	6	This program consists of exercises which provide the trainee a more intensive and complete understanding of the information gathering function of their new jobs.	Case management and Supervision.		X		75%	X
	IN SERVICE	ACCESS for Persons with Limited English Proficiency	DJS	Short Term	3	To comply with federal and state laws that requires access to DJS services for persons with limited English proficiency to improve cultural competency, case planning, and referral to appropriate services for persons who have limited English proficiency.	Cultural competency/ Development od Case Plans/ Referral to Service/ Communication Skills		X		75%	X
	IN SERVICE	ADA: Accessibility for Youth with Hearing Impairments	DJS	SHORT TERM	4	This course is designed to further participant's understanding of the application of the ADA and Section 504 to service provision to hearing impaired youth so as to enhance case workers ability to refer youth to services, to properly place youth, and to develop appropriate case plans..	Referral to service/ Case plan Development		X		75%	X
	IN SERVICE	ADA: Americans with Disabilities Act	DJS	SHORT TERM	4	This course is designed to further participant's understanding of the application of the ADA and Section 504 to service provision to hearing impaired youth so as to enhance case workers ability to refer families to services, to properly place youth, and to develop appropriate case plans..	Personnel policies and procedures		X		50%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Adolescent Development: Interacting & Working w/Youth	DJS	SHORT TERM	7.5	The course will refresh participant's knowledge in basic Adolescent Development Theory that will include common theories of development including basic theorists like Kohlberg, Freud, Erikson and Piaget. In addition, the course will also identify the characteristics of adolescents and evidenced based practice for interacting and working with such youth.	Child development		X		75%	
	IN SERVICE	Advanced Presentation Skills	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Learn to use the persuasive tools that experienced presenters apply to achieve their objectives.	Job Skills Development		X		50%	X

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	IN SERVICE	An Essential Guide to Giving Feedback	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course enables you to become familiar with key aspects of giving candid, constructive feedback about performance.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Analyzing Workplace War Zones	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course will give you the skills needed to recognize why teams stop working, identify why battles begin, learn how to target team problems, and develop the skills to discuss problems as a team.	Team Building		X		50%	X
	IN SERVICE	Anger Management: TOT	DJS	SHORT TERM	22.5	This training instructs participants in proven anger management skills and techniques for motivating and educating clients. This course instructs as a training of trainers course for Case Managers and Case Manager Supervisors.	Job performance skills.		X		State	X
	IN SERVICE	Appraising the Performance-Oriented Team	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course guides managers through the important process of identifying team purpose, creating effective teams, evaluating team performance by extending the performance-based appraisal process and just as important, helping teams prepare for unanticipated challenges.	Team Building		X		50%	X
	IN SERVICE	Assertive Communication Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	This course helps to develop skills for appropriate communication, by a manager to his/her staff, when specific tasks have to be accomplished.	General Supervisory Skills		X		50%	X
	IN SERVICE	Assertiveness from the Inside Out	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Learn to alter professional styles and develop strategies to benefit you from the inside out and interact assertively with others in the workplace	Job Skills Development		X		50%	X
Need more information - Provided more information in the course description -	ENTRY LEVEL	ASSIST Case Manager Training	DJS	SHORT TERM	7.5	This training provides a comprehensive look at the ASSIST child tracking system for DJS Case Management staff who cover multiple Community Service Operations Functions. This data base is used in case management, supervision, and case plan development.	Case management and Supervision.	X			75%	
	IN SERVICE	ASSIST Refresher	DJS	SHORT TERM	3	This training provides a comprehensive look at the Automated Statewide Support and Information System Tools (ASSIST) utilized by the DJS. Course participants are shown how to enter placement, review and legal action data. Also provided is an overview of how to work with ASSIST information.	Case management and Supervision.		X		75%	X
	IN SERVICE	Attracting, Developing and Retaining Generation	Nalt. Inst. Corrections eLearning	SHORT TERM	3	The course addresses how to create a work force that blends the skills and knowledge of all four contemporary age group generations.	General Supervisory Skills/ Worker Retention		X		50%	X
	IN SERVICE	Automated External Defibrillator	DJS	SHORT TERM	1	This course will provide staff with the knowledge and skills necessary to use an automated external defibrillator for victims of sudden cardiac arrest.	First Aid		X		50%	X

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	IN SERVICE	Avoiding Harassment Claims	Nalt. Inst. Corrections eLearning	SHORT TERM	3	First, learn how to create a agency culture that makes all employees feel respected and empowered. Second, learn how to write a comprehensive sexual harassment policy everyone can understand and follow, then you will find out what you need to teach your people about their	Personnel policies and procedures		X		50%	X
Not allowable - NOT IV-E - CONCUR	ENTRY LEVEL	Basic Health Care	DJS	SHORT TERM	4.0	This training is designed to address the many health issues affecting youth in confinement today. This training provides participants with the basic information that staff need to know about the health of youth in DJS custody.	Referral for service	X		X	State	
	IN SERVICE	Basic Presentation Structure	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course is designed to help ensure that you are ready to meet the challenge of presenting information to a group or organization.	Job Skills Development		X		50%	X
	IN SERVICE	Becoming a Manager	Nalt. Inst. Corrections eLearning	SHORT TERM	6	What does becoming a manager involve? What skills are needed to be a good one, and what will others expect of you? These are all natural questions for anyone who is about to become a manager, or who has recently been promoted. Moving into a first management role represents possibly one of the biggest changes in your working life. The transition from player to manager is an exciting, but challenging, one. It takes most people out of an area in which they have been comfortable and successful for some time into more unfamiliar territory. This course helps to develop skills for making the transition from staff to manager.	General Supervisory Skills		X		50%	X
NO COMMENT	ENTRY LEVEL	Behavior Management	DJS	SHORT TERM	7.5	This training makes staff aware of the need to "understand" and have basic knowledge about human behavior and establish or clarify their personal philosophy of behavior management. The participants are also made aware of their influence on the youth's behavior through their interactions with them. Participants will learn to identify the two important areas of behavior-management strategy, evaluate and model the use of positive approaches in staff behavioral interactions and identify important issues in the areas of family dynamics and gender and their impact on behavioral dynamics in detention.	N/A	X			State	
	IN SERVICE	Blood Bourne Pathogens	DJS	SHORT TERM	1	This module provides basic information on blood Bourne pathogens which includes the explanation of the Standard Symptoms and epidemiology of blood Bourne pathogens, the DJS Exposure Plan, Universal Standards, personal Protection equipment, facts about Hepatitis B vaccine and vaccination, procedures to follow after an exposure incident.	Personnel policies and procedures		X		50%	X

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NO COMMENT	IN SERVICE	Boundaries	DJS	SHORT TERM	7.5	The course will focus on appropriate boundaries for professional relationships and on professional helping relationships in the workplace to include staff, youth and colleagues. In addition, this course will address DJS's policies on Sexual Harassment, Prison Rape Elimination Act and Child Abuse Neglect and Reporting as it pertains to maintaining professional boundaries as well as reporting and/or addressing inappropriate staff or youth behaviors and interactions.	Personnel policies and procedures		X		50%	
	IN SERVICE	Brainstorming and Promoting Critical Thinking	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course is geared to help participants make creativity part of their everyday life by breaking down creative barriers in their work environments and establishing new norms that wake up their creativity.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Building a Healthy System	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course will take you through four areas of focus that will encourage you to take a closer look at your systems and redesign them to create the healthiest work environment.	Job Performance Enhancement/ Team Building		X		50%	X
	IN SERVICE	Building Effective Intercultural Relationships	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	There is a multitude of subtle ways in which children and families from different cultures vary in their behavior. If you don't understand the ways in which they might differ, you are risking your communication and relationships being misunderstood. When operating intercultural, mistakes are easily made when you take appearances and meanings for granted.	Cultural Competency		X		75%	X
	IN SERVICE	Building Your Support System	Nalt. Inst. Corrections eLearning	SHORT TERM	3	The course explains how mentoring relationships and networking can help women reach their professional goals. Women will learn how businesses are developing and evolving today.	N/A		X		State	X
Not allowable as Probation Practices. - Course retitled and the description was updated.	ENTRY LEVEL	<i>Case Management</i>	DJS	SHORT TERM	7.5	This training introduces new DJS employees to their roles and responsibilities. The trainees are introduced to the various functions of a case manager and the skills needed to perform the job.	Case management and Supervision.	X			50%	
	IN SERVICE	Challenges of the 21 <sup>st</sup> Century	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Learn how evolving work environments affect leadership. Explore the implications of 21st century trends like virtual employees (computer scenarios) and portable assets and how you can meet the leadership challenge they present.	General Supervisory Skills/ Job Skills Enhancement		X		50%	X

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	IN SERVICE	Change Leadership	Nalt. Inst. Corrections eLearning	SHORT TERM	2	In this course, you will gain an understanding of why change initiatives fail and you will become familiar with the specific challenges of change.	Job Performance Enhancement Skills		X		50%	X
OK SM 6/14/2011	IN SERVICE	Child Abuse and Neglect Reporting	DJS	SHORT TERM	4.0	This training addresses the Department of Juvenile Services' policy on reporting Child Abuse and Neglect. The policy's purpose is to ensure the safety of youth in the care of the DJS. The participants learn the guiding principles for identifying abused and/or neglected youth, the reporting of an abused and/or neglected youth to DHR Child Protective Services. <del>timely</del>	Case management		X	X	75%	
	IN SERVICE	Circle of Friends	DJS	SHORT TERM	21	This program is designed to promote self-knowledge and responsibility in young females. The curriculum is research-based and takes students through the trans-theoretical model of behavior change. Circle of Friends groups change attitudes using cutting edge educational and social- psychological methods.	N/A		X		State	X
NO COMMENT	IN SERVICE	Civility in the Workplace	DJS	SHORT TERM	3.5	Staff are instructed on the principals of being constantly aware of others and weaving restraint, respect and consideration into the fabric of awareness. Civility is a form of goodness. But, it is not just an attitude of positively relating to other individuals; it also entails an active interest in the well-being of our communities and a concern for health and public safety.	N/A		X		State	
NOT ALLOWABLE - SOC SERVICE - no claim	IN SERVICE	Coaching and Leadership	DJS	SHORT TERM	7.5	The course is designed for management and administrators to enhance leadership and coaching skills with the staff and youth that they supervise. Participants should have a basic knowledge of DJS Policies and best practice for interventions as are offered in the above listed courses. This course instructs supervisors and administrators in supporting the efforts of their staff in utilizing best practices for behavior management, aggression intervention strategies, working with groups, etc.	General Supervisory Skills		X		State	

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	IN SERVICE	Coaching and the People Issue	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course presents keys to coaching how to balance the strengths and weaknesses of individual staff.	General Supervisory Skills		X		State	X
	IN SERVICE	Coaching Excellence Changes You	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course gives you key strategies and insights to make you into a winning coach. It all begins by letting excellence change you. You will have the skills to transform any group of employees into a winning team.	General Supervisory Skills/ Team Building		X		50%	X
	IN SERVICE	Coaching for Performance	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Taking the time to evaluate a situation and making an action plan is part of the process of coaching for performance that participants will explore in this course. The participant will learn when it's appropriate to mentor, train, counsel, or discipline an employee, and will be given guidelines and tips on how to perform each of these tasks in the most effective manner possible.	General Supervisory Skills		X		50%	X
	IN SERVICE	Coaching Strategies for Supervisors at Intake	DJS	SHORT TERM	4	This course is designed to introduce coaching for supervisors who oversee the intake process which includes the intake risk screen, intake conference, and responding to staff and parents concerns using motivational interviewing skills.	General Supervisory Skills		X		50%	X
Need more info- Case planning? - Provided additional information in the course description.	IN SERVICE	Coming Soon to A Neighborhood Near You: Reentry	MPCTC	SHORT TERM	6.0	Participants will explore any preconceived notions they have about youth who are returning home, or to another permanent living arrangement, from out of home placement. Through interactive case scenarios, educational presentations, and a panel discussion, current statistical information will be provided about what works nationally and statewide, to better enable Case Managers to refer youth to programs and services with a proven history of success.	Development of the case plan		X		75%	
	IN SERVICE	Communicating & Reinforcing Change	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Electronic Learning - Learn techniques for communicating your vision effectively. You will also discover how to empower your employees by removing change barriers and providing the training that is necessary for complete alignment.	General Supervisory Skills		X		50%	X
	IN SERVICE	Communicating Skills & Positive Attitude	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Electronic learning - This course helps a first time manager in increasing managerial effectiveness by improving communication skills and by developing a positive attitude in self and in the team.	General Supervisory Skills		X		50%	X

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	IN SERVICE	Communication Tools	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Electronic Learning - Learn about the steps in the listening process and how you can actively engage others in the listening process to ensure everyone is receiving the same message. Effective questions are a leader's most essential tool. Learn to assess progress, problem solve and motivate through the use of feedback. Explore the use of silent messages and how interpreting and using body language can add to your communication success.	General Supervisory Skills/ Job Skills Enhancement		X		50%	X
NO COMMENT	ENTRY LEVEL	Community Detention	DJS	SHORT TERM	4.0	The Community Detention training explains the procedures of the worker surveillance and supervision of court ordered adolescents and encourages and assists these youth to adopt positive life skills. This reduces the number of youth being detained in secure juvenile institutions, which comport with the Department's mandate to provide services to youth in the least restrictive environment consistent with public safety and develops a plan of positive social integration thus reducing recidivism.	N/A	X			State	
	IN SERVICE	Community Resources	DJS	SHORT TERM	3.5	This segment provides an overview of resources available to Case managers to enable them to make appropriate service referral .	Referral for Services		X		75%	X
NO COMMENT	ENTRY LEVEL	Community Safety	DJS	SHORT TERM	7.5	This training provides information of field safety tips for employees who work in community settings. Additionally, it provides skill building on de-escalation techniques that define crisis development in terms of four distinct and identifiable behavior levels, matches each crisis development with an appropriate corresponding staff attitude, and provides the best possible care and welfare for staff and youth.	Worker retention and safety.	X			50%	
	IN SERVICE	Community Safety	DJS	SHORT TERM	7	This module provides information of field safety tips for employees who work in community settings.	Worker retention and safety.		X		50%	X
	IN SERVICE	Conduct Disorder: Diagnosis, Etiology, Risk Assessment, the role of DJS Treatment	DJS	SHORT TERM	6	This seminar will help participants to understand the development of Conduct disorder. The participant will also be able to identify risk level within the DJS population.	Mental Health/ Case Plan Development		X		75%	X

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	IN SERVICE	Conducting a "Reverse Waiver" Investigation	DJS	SHORT TERM	6.5	The purpose of the training is to prepare case managers for a change in the procedure for conducting and preparing "Reverse Waiver" Investigations	Policy and Procedure		X		State	X
Not allowable - rewrite - No claim	IN SERVICE	Conflict Resolution	DJS	SHORT TERM	4	Staff are instructed on conflict resolution skills and strategies used to assist youth to improve their relationships using the concepts of compromising and balancing everyone's needs. Instruction is also given on conflict resolution as a component of community protection and as a component of victim restoration.	Case management and supervision		X		State	
	IN SERVICE	Contemporary Adolescent Issues & Answering Difficult Questions	DJS	SHORT TERM	7.5	This training will address the teen issues of sex, MTV influence, etc., plus answer the difficult questions teens have for Case Managers every day.	Communication Skills		X		75%	X
	IN SERVICE	Continuous Learning for Tomorrows Managers	Nalt. Inst. Corrections eLearning	SHORT TERM	4.5	Learn adaptive strategies for attracting and retaining future workers. And most important, discover how to turn the agency into a learning organization--a powerful, change-ready work force.	General Supervisory Skills/ Worker Retention		X		50%	X
OK SM 6/14/2011	IN SERVICE	Conversational Spanish for Case Managers	DJS	SHORT TERM	16.0	This course will provide non-Spanish speaking staff with functional skills in Spanish. The course will provide a wide variety of staff/client scenarios important in juvenile justice/service work. Upon completion, participants will be able to use Spanish to conduct initial and subsequent interviews, announce restitution fees, court dates and appointments, greet and direct clients, and obtain information in order to complete required documentation.	Cultural competency / Case management		X		75%	
NO COMMENT	ENTRY LEVEL	<i>Courtroom Presentation</i>	DJS	SHORT TERM	7.5	Courtroom Presentation equips the Case Management Specialist with the tools to assure credibility when representing the DJS in court. Participants will understand the role of the Case Management Specialist in court, become aware of proper courtroom protocol, learn to understand report organization, learn how and what to prepare for court, when and how to introduce alternative plans of actions, and learn to identify various court tactics.	Preparation for and participation in judicial determinations	X			75%	

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	IN SERVICE	Courtroom Presentation Refresher	DJS	SHORT TERM	7.5	Staff will have opportunity to analyze the structure and dynamics of courtroom presentations.	Preparation for and participation in judicial determinations		X		75%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	CPR/First Aid	DJS	SHORT TERM	7.5	The purpose of this training, American Red Cross Adult CPR /First Aid course, is to give participants in the workplace the knowledge and skills necessary to recognize and provide basic care during breathing and cardiac emergencies, and basic first aid care for injuries and sudden illnesses until advanced medical personnel arrive and take over.	CPR Training	X		X	50%	
ADOPTED ACF SUGGESTION	IN SERVICE	CPR/First Aid	DJS	SHORT TERM	7.5	The purpose of this training, American Red Cross Adult CPR /First Aid course, is to give participants in the workplace the knowledge and skills necessary to recognize and provide basic care during breathing and cardiac emergencies, and basic first aid care for injuries and sudden illnesses until advanced medical personnel arrive and take over.	CPR training & General skills required for job performance		X	X	50%	
	IN SERVICE	Critical Thinking Skills for Managerial staff	Nalt. Inst. Corrections eLearning	SHORT TERM	3.5	The course offers analysis methodology that will sharpen managerial ability through all the stages of the critical thinking process; situation assessment, problem solving, and decision making. Leaders will learn how to hone their issue identification skills, refine their questioning techniques, and maximize their decision-making outcomes. Critical thinking processes are broken down into discreet stages or steps that can be applied and tracked easily. Mastering the processes in this course can result in better action planning and implementation throughout the organization.	Job skills Development/ General Supervisory Skills		X		50%	X
	IN SERVICE	Cultural Competency Training	DJS	SHORT TERM	7.5	Program focuses on the root causes of why people think and act as we do.	Cultural competency, Case management and Supervision.		X		75%	X

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	IN SERVICE	Cultural Diversity	DJS	SHORT TERM	7.5	Understanding different cultures and learning how to interact with one another is critical in an ever-evolving workplace. Racial and ethnic diversity not only builds cultural bridges but, also strengthens teamwork. This training will define culture, ethnocentrism and selective perception; identify how cultures influence our interactions and relationships and how to identify factors of effective cross-cultural communications.	Cultural competency, Case management and Supervision.		X	X	75%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	<i>Cultural Diversity Awareness</i>	DJS	SHORT TERM	4.0	Understanding different cultures and learning how to interact with one another is critical in an ever-evolving workplace. Racial and ethnic diversity not only builds cultural bridges but, also strengthens teamwork. This training will define culture, ethnocentrism and selective perception; identify how cultures influence our interactions and relationships and how to identify factors of effective cross-cultural communications.	Cultural Competency	X		X	75%	
	IN SERVICE	Discovering Balance	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course provides guidance on how to balance family life and work. Participants will examine strategies for efficient and effective multi-tasking. Elements of time management and stress management provide some of the key components explored in this course.	Job Performance Development/ Worker Retention		X		50%	X
	IN SERVICE	DJS Policy Overview	DJS	SHORT TERM	6.5	This training session is to provide an annual update for DJS staff on policies.	Policies and procedures		X		50%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	Domestic Violence and the Workplace	DJS	SHORT TERM	2.0	This training provides general policy guidelines pertaining to State employees' safety, responsibilities, resources, and options as it relates to domestic violence and the workplace. It gives the history and facts about domestic violence, along with the definition and most frequently asked questions. This training increases the understanding of how domestic violence impacts the workplace.	General Domestic Violence	X			75%	
ADOPTED ACF SUGGESTION	IN SERVICE	Domestic Violence and the Workplace	DJS	SHORT TERM	1.5	This training provides general policy guidelines pertaining to State employees' safety, responsibilities, resources, and options as it relates to domestic violence and the workplace. It gives the history and facts about domestic violence, along with the definition and most frequently asked questions. This training increases the	Worker safety/ General development		X		75%	

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NO COMMENT	IN SERVICE	Driver Improvement	DJS	SHORT TERM	3.0	This training is designed to provide a comprehensive review of the essentials of safe driving, an overview of Maryland's current motor law and Departmental policies. This course is required of all state employees who use state-owned vehicles. This refresher must be taken every twelve months	Safe Driving		X		50%	
NO COMMENT	ENTRY LEVEL	Driver Improvement	DJS	SHORT TERM	4.0	This training is designed to provide a comprehensive review of the essentials of safe driving, an overview of Maryland's current motor law and Departmental policies. This course is required of all state employees who use state-owned vehicles. This refresher must be taken every twelve months	Safe driving	X			50%	
	IN SERVICE	Driver Improvement Program – Online	DJS	SHORT TERM	3	Course to be conducted online and is presented by the Maryland State Highway Administration. It will familiarize participants in the proper use and maintenance of state cars as well as provide information on what to do in an emergency situation. In addition, this program provides suggestions for safer driving practices	Safe Driving		X		50%	X
	IN SERVICE	Driver Improvement Refresher	DJS	SHORT TERM	4	This module is designed to provide a comprehensive review of the essentials of safe driving, an overview of Maryland's current motor vehicle laws and departmental policies.	Safe driving		X		50%	X
	IN SERVICE	Effective Delegation Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	In this simulation, the learner will assume first-time management responsibilities.	General Supervisory Skills		X		50%	X
NO COMMENT	IN SERVICE	Effective Intervention w/Aggressive Youth	DJS	SHORT TERM	7.5	skills that have been identified as most effective in working with aggressive youth; specifically those youth who have been diagnosed with Oppositional Defiant Disorder, Conduct Disorder and/ or Intermittent Explosive Disorder. The course will define, identify and	N/A		X		State	
	IN SERVICE	Effective Management Performance based Appraisal	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course will introduce the participant to the concept of the performance appraisal process and provide him/her with strategies and procedures that will help him/her to implement this effective strategy in the organization's mission, values, and achievements.	General Supervisory Skills		X		50%	X
	IN SERVICE	Emotional Intelligence in the Workplace	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	This course identifies some of the common misconceptions about intelligence at work and defines three key areas of focus: self-awareness, self-regulation and motivation.	Job Performance Enhancement		X		50%	X

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ACF COMMENTS	COURSE TYPE	COURSE TITLE	PROVIDER	DURATION	HRS	COURSE DESCRIPTION	IV-E ALLOWABLE ADMINISTRATIVE FUNCTION	ENTRY LEVEL / PRE SERVICE TRAINING (Case Mgt.. Spec and	IN SERVICE TRAINING (Case Mgt. Spec. and Supervisors)	FOSTER PARENT TRAINING	COST ALLOCATION	NEW COURSES FOR FY 2011
	IN SERVICE	Emotional Intelligence in the Workplace Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	Through the use of computer scenarios, this course identifies some of the common misconceptions about intelligence at work and defines three key areas of focus: self-awareness, self-regulation and motivation.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Energizing and Empowering Employees	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	03-23-2013 This course introduces you to the importance of energizing and empowering employees. By doing so, you multiply the benefit to your department, team and organization. The course begins by showing you ways to cultivate employee energy as well as the reasons why it is important. It shows you not only the need to energize and empower employees, but also how to do so.	Employee Development/ Team Building		X		50%	X
	IN SERVICE	Enhancing Your Listening Skills	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will help you to improve your ability to listen to others. You will learn the skills you need to understand what people say, recognize their unconscious nonverbal messages and get others to want to listen to you.	Communication skills		X		75%	X
	IN SERVICE	Essential Skills for Tom. Management Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	This simulation assigns you the role of manager to a web development team. As a national-level ISP (Internet Service Provider), I-Spi encourages a forward-thinking, casual environment that holds education and personal advancement as a fundamental tenet. And while the majority of I-Spi's employees recognize the benefits of	Job Performance Enhancement		X		50%	X
	IN SERVICE	Establishing Boundaries & Building Regulations	DJS	SHORT TERM	3.5	This training will focus on ways to build relationships with clients in an authentic way, while still maintaining professional boundaries. In addition to a short discussion of DJS policy, this program will address disclosure of personal information, and skills for rapport building required in working with children and families.	Communication Skills		X		75%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Establishing Boundaries and Building Rapport	DJS	Short Term	3.5	desire to connect with clients and the need to maintain appropriate boundaries. Additionally, some staff may be unclear about what appropriate boundaries are and how to set them. This training will focus on ways to build	Ethics/ policy		X		50%	
	IN SERVICE	Establishing the Learning Organization	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course will translate theory into methods and tools to assist leaders in assessing their organization and developing strategies that will build and sustain a learning organization.	General Supervisory Skills		X		50%	X

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	IN SERVICE	Etiquette & the Business Meeting	Nalt. Inst. Corrections eLearning	SHORT TERM	2	In this course, the participant will learn the proper conduct to display during both meetings and negotiations..	Job Performance Enhancement		X		50%	X
	IN SERVICE	Evaluating the Needs of Interpersonal Programs and Processes	Nalt. Inst. Corrections eLearning	SHORT TERM	1	Participants completing the course will be able to gather data and make determinations as to whether their staff, processes or programs are adding value to their units.	General Supervisory Skills		X		50%	X
	IN SERVICE	Evidence Based Practice for Supervisors	Nalt. Inst. Corrections eLearning	SHORT TERM	3	The role of the first-line supervisor is crucial to assisting staff in making this adjustment in their approach to client/ child supervision, including dynamic risk assessment, case management, linkage to appropriate interventions and quality assurance. This course will help prepare new supervisors in their role of leading and managing the appropriate referral to evidence-based practices.	Job Performance Enhancement/ General Supervisory Skills		X		50%	X
	IN SERVICE	Facilitating Effective Hiring	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course explores the keys to facilitating effective hiring decisions include thinking through the hiring process, having a well thought out job description and using sound screening practices.	General Supervisory Skills		X		50%	X
NO COMMENT	ENTRY LEVEL	Fair Practices & ADA	DJS	SHORT TERM	4	Fair practices provide for each DJS employee to work and to advance in an environment based on individual merit, skills, abilities and potential. The training will outline safe and equitable hiring, disciplinary, performance appraisals, and termination and management practices. The training also provides a basic understanding of the ADA (Title I and II) and a greater awareness of people with disabilities.	Personnel policies and procedures	X			50%	
NO COMMENT	IN SERVICE	Fair Practices & ADA	DJS	SHORT TERM	4	Fair practices provide for each DJS employee to work and to advance in an environment based on individual merit, skills, abilities and potential. The training will outline safe and equitable hiring, disciplinary, performance appraisals, and termination and	Personnel policies and procedures		X		50%	
	IN SERVICE	Fair, Square and Legal	DJS	SHORT TERM	3	Training for Managers and Case Management Supervisors on the basics on what a manager needs to know and do to be in compliance with Federal and state laws related to fair practices and equal employment opportunity.	Personnel policies and procedures		X		50%	X
NO COMMENT	IN SERVICE	Family Involvement: Engaging Family in the Treatment Planning Process	DJS	SHORT TERM	7.5	This course is designed to teach strategies to encourage and increase family involvement in the treatment planning process with all youth in DJS care, either residential or community placements.	Case plan development		X		State	

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	IN SERVICE	Field Training	DJS	SHORT TERM	80	On-the job training/mentoring for case management staff.	Job Performance Enhancement		X		State	X
	IN SERVICE	Fire Safety Training	DJS	SHORT TERM	2	This fire safety training is designed to give staff a basic overview of fire prevention and what they can do if a fire occurs. Additionally, staff will learn to recognize fire hazards; to engage in fire prevention with practical, prevention techniques to avoid potential fire emergencies from combustible materials, flammable liquids and energized electrical components; to understand emergency preparedness by knowing the proper procedures for inspecting emergency equipment, properly preparing a fire alarm and extinguisher and executing fire drills, and finally, to deal with fire situations by covering evacuation procedures, controlling fires and using fire extinguishers.	Worker Safety		X		50%	X
	IN SERVICE	Fixing Broken Teams	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	You'll learn why teams typically break down and fail. You will examine how to determine what stage of development the broken team is in and how to move it forward and be more effective. You will also explore ways to rebuild the team and your leadership and	Team Building		X		50%	X
	IN SERVICE	Foundations of Coaching	Nalt. Inst. Corrections eLearning	SHORT TERM	3	In this course you will have the chance to discover and explore the unique qualities of how to build healthy, professional relationships that are powerful and energizing to both you and the employees who are your direct reports. You will be given insights that will enable you to cultivate buy-in to the relationship. Of course, developing and maintaining trust is crucial once the relationship is established and this course will give you tools to do that. Finally, this course will show you proven strategies to develop a proactive reward system that encourages people to give their best.	General Supervisory Skills/ Team Building		X		50%	X

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	IN SERVICE	Gang (Youth) Awareness	DJS	SHORT TERM	6.5	This workshop provides an overview on the history of gangs, why youth join, the structure of gangs, gang language, dress and culture and provides an awareness of youth gangs in Maryland. This training will enable the Case Manager to identify gang issues and to make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X		75%	X
	IN SERVICE	Gang (Youth) Awareness – Supervisors and Administrators	DJS	SHORT TERM	3.5	This presentation is designed to enhance DJS employees' knowledge about gangs in Maryland and will focus on the gang culture in Maryland. This training will enable the Supervisors and Administrators to identify gang issues and to work with the Case Manager to make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X		75%	X
	IN SERVICE	Gang Awareness	DJS	SHORT TERM	22.5	This course will provide information to help Juvenile Services staff, Child care professionals and MSDE staff to understand the mounting challenge that our youth face each day. This training will enable the Case Manager to identify gang issues and to make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X		75%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Gang Awareness in Maryland	DJS	SHORT TERM	7.5	This training is designed to provide updated information on Maryland Gangs for those who have not attended a 3 day training or not eligible to attend a 3 day session. This training will focus on Maryland's gang culture and help to enhance participants' knowledge of this growing problem. The session will also provide updated information about Maryland Gangs. This training will enable the Case Managers to identify gang issues and make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X		75%	
	IN SERVICE	Gender Responsive Certification Program: Gender Responsive Services [Basic Level] – Module I	DJS	SHORT TERM	15	This training program will combine classroom training and field practicum experience to insure appropriate case planning and services to young women.	Child Development/ Case Planning		X		75%	X
	IN SERVICE	Gender Responsive Certification Program: Program Application [Enhanced Level] – Module IV	DJS	SHORT TERM	15	The participants will combine lessons from previous modules and identify the responsibilities for sustaining gender-responsive programming to insure appropriate case planning and services.	Child Development/ Case Planning		X		75%	X

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	IN SERVICE	Gender Responsive Certification Program: Somatic and Mental Health of Girls [Advanced Level] – Module III	DJS	SHORT TERM	22.5	The participants will identify the components of a comprehensive health services program for girls. This program examines the health, psychological, social, and victimization issues that must be addressed in appropriate case planning and services. This training will enable the Case Manager to identify issues relating to girls to insure appropriate case planning and services.	Child Development/ Case Planning		X		75%	X
	IN SERVICE	Gender Responsive Certification Program: Strategies for Sustaining Gender Responsive Services and Programs [Intermediate Level] – Module II	DJS	SHORT TERM	22.5	The participants will learn about the social, educational, health, vocational, cultural and family issues to be addressed in treatment programing for girls. This training will enable the Case Manager to identify issues relating to girls to insure appropriate case planning and services.	Child Development/ Case Planning		X		75%	X
Not allowable - no claim	IN SERVICE	Gender Responsive Services Program for Girls Certification Program	DJS	SHORT TERM	75	The Gender Responsive Certification Program is seventy-five hour training program designed to develop the Department of Juvenile Services' staff and vendors to become specialists in the provision of gender responsive services. Upon successful completion of the Gender Responsive Certification Program, staff will be certified as a Gender Responsive Specialist. The Gender Responsive Specialist will be able to design and provide young women safe havens and opportunities to heal from trauma without the fear of disclosure and ultimately empower young women to build on internal strengths. This training program will combine classroom training and field practicum experience to insure appropriate services to young women.	Development of the case plan		X		State	
	IN SERVICE	General Ethics for Maryland State Employees	DJS	SHORT TERM	4	This course is designed to assist Maryland State Employees to familiarize themselves with the Public Ethics Law so that they can understand the reason for the ethics law and recognize potential ethics problems.	Ethics		X		50%	X

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	IN SERVICE	Giving Feedback: A Management Guide	Nalt. Inst. Corrections eLearning	SHORT TERM	4	The purpose of this course is to enable the participants to enhance their skills in giving feedback. The course starts by exploring the nature of feedback, and it then develops a practical approach to the feedback process, detailing five logical steps.	General Supervisory Skills		X		50%	X
	IN SERVICE	Groundbreaking: The Paradigm Shift Toward Women	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	The course explores ways to make the agency more accepting of women in leadership and how such can benefit the agency.	General Supervisory Skills		X		50%	X
NO COMMENT	IN SERVICE	Group Dynamics and the Group Process	DJS	Short Term	7.5	The course will instruct participants in the basic characteristics, functioning and facilitation of groups within the Juvenile Justice System that will include education in: the beginning, middle and end phases of groups; skills in working with adolescent groups; group heterogeneity vs. homogeneity; confidentiality; types of groups (task vs. treatment); facilitator roles; how to start a group; group termination; and basic motivational counseling skills.	N/A		X		State	
	IN SERVICE	Growing Great Girls	DJS	SHORT TERM	7.5	A comprehensive overview of research based gender responsive services will be provided to include the profile of girls at risk along with specific strategies and effective program ideas. This presentation will be framed within sex development domains to include: physical, emotional, sexual, intellectual, relational and spiritual. This training will enable the Community Case Manager to identify gender specific issues and make appropriate referrals for intervention.	Child Development/ Case Planning/ Referral to service/ General Assessment		X		75%	X
Need more information - Provided more information in the course description - Updated description.	IN SERVICE	HATS Automation – Classification and Placement for Adjudicated Youth	DJS	SHORT TERM	3.5	This training is an overview for Case Managers and Case Managers Supervisors of HATS, a consent-driven integrated data management information and tracking system used by criminal justice, treatment, child welfare, and social services agencies, public schools, health care providers, and community-based service providers. HATS provides the means for the user to coordinate and access resources to attain optimal outcomes at the client (services), management (efficiency), and systems (effectiveness) levels by combining automated data storage and retrieval. Through real-time interface to the HATS' server, client and agency information are instantly accessible. This data base will enable to Case Manager to secure youth and family information for the development of the case plan, and referral to appropriate services.	Development of the case plan		X		75%	

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ADOPTED ACF SUGGESTION	IN SERVICE	Healthy Sexuality and Human Sexual Development	DJS	SHORT TERM	6.5	This training is an overview of human sexuality and development, with a concentration on adolescent sexuality. It addresses a variety of sexuality issues including: values, key components of sexuality, sexual development, and behaviors of a sexually healthy person. This training will enable the Case Managers to identify risk factors and make appropriate referrals.	Child development, Referral to service, & Development of the case plan		X		75%	
NO COMMENT	IN SERVICE	High Quality Customer Service Training	DJS	Short Term	4	This course designed for residential facility direct child and youth care workers. The participants will be able to define high quality customer service, identify barriers to effective listening, identify barriers to effective communication and effective customer service, upon the completion of the training. There will be several interactive activities to complete the objectives.	N/A		X		State	
OK SM 6/14/2011	IN SERVICE	HIV Awareness/AIDS	DJS	SHORT TERM	7.5	This training is designed to address the HIV and AIDS issues affecting youth. Case Managers are provided with basic information about HIV infection, AIDS and other STD's. The training provides the description of the development of HIV/AIDS epidemic in the United States including the modes of transmission and ways to avoid infection. This information will help the Case Managers to communicate more effectively with the youth you serve.	Case Management/ Development of the case plan		X	X	75%	
	IN SERVICE	HIV-AIDS and Its Affects on Youth	DJS	SHORT TERM	6.5	This training session will focus on providing staff with direct contact with youth and families with information about adolescent mental health to increase their knowledge and improve their effectiveness. Participants will receive information on clinical syndromes and issues, recognizing adolescent stage developmental tasks, understanding racial and ethnic development, and developing treatment plans. This training will enable the Community Case Manager to identify HIV-AIDS specific issues and make appropriate referrals for intervention.	Child Development/ Case Planning/ Referral to service/ General Assessment		X		75%	X

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	IN SERVICE	Hostile Work Environment Harassment	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Understanding & improving hostile environment harassment is more difficult than understanding & improving quid pro quo. Discover which commonly held beliefs about this type of sexual harassment are off-base and which are right on the money. The workplace of today is a far different spot than it was even a few years ago. With so many more women working, particularly in traditionally male-only bastions, there are simply more opportunities for sexual issues to arise. This course includes a review of federal, and state laws and policies regarding sexual harassment.	Policies and Procedures		X		50%	X
	IN SERVICE	How to Develop Effective Performance Objectives	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Trainers are not just instructors: they function within organizations as agents of performance improvement. To create powerful training courses and modules that have impact beyond the classroom, trainers need to focus instructional design on actual job performance in addition to traditional classroom measures of learning. This course takes a trainer on a journey through the challenging process of developing performance objectives that extend learning from the classroom to the workplace. Examples and activities in the five course modules include topics and subject matter drawn from the field.	N/A		X		State	X
ADOPTED ACF SUGGESTION	IN SERVICE	How to Handle Difficult People	DJS	SHORT TERM	7.5	This training will teach workers how to identify, understand and cope with the difficult people. It is directed primarily toward those who must work with others to accomplish common tasks such as youth, their families, resource providers and others.	Communication skills & Case management and Supervision.		X		75%	
	IN SERVICE	How to Make Your Company Safer	Nalt. Inst. Corrections eLearning	SHORT TERM	3	The participant will learn hiring practices that can help identify and NOT HIRE potential powder kegs. Also learn how to develop strong violence prevention policies, how to set up and run a Crisis Management Team and what you should be training your employees - frontliners	General Supervisory Skills/ Worker Safety		X		50%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	Human Growth and Development	DJS	SHORT TERM	7.5	This training addresses the five developmental stages of adolescence, the changes which affect the youth's behavior, the family influence on the youth's behavior and risk factors associated with delinquent behavior. This training will enable the Case Managers to identify risk factors and make appropriate referrals.	Child developments & Referral to services	X		X	75%	
	IN SERVICE	Incident Reporting/Workplace Investigation	DJS	SHORT TERM	4	The purpose of an investigation is to objectively and reliably make a determination of the facts and circumstances of reported or suspected violations of law or DJS policy affecting the interests of the agency and the youth it serves.	Personnel policy and Procedure		X		50%	X

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	IN SERVICE	Increasing Your Emotional Intelligence	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	In today's workplace, you need to have both the intellectual skills to do the job and the emotional intelligence to interact effectively with co-workers. The successful leaders and managers around you outshine others because of their stellar people skills. This course will provide you with the skills to increase your emotional intelligence so that you can become an effective contributor in the agency.	General Supervisory Skills		X		50%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	Information Technology	DJS	SHORT TERM	1	This training is designed to introduce Case Managers to the function of technology in their everyday work assignments. Trainees how technology ties into the DJS mission. Equipment information on items, such as computers, printers, etc., is explained and trainees are made aware of how these items help them to perform and enhance their job duties.	Job performance enhancement	X			50%	
NEED MORE INFO - DJS NO - CLAIM	ENTRY LEVEL	<i>Intake Screening</i>	DJS	SHORT TERM	4	This training presents Case Managers with the four-step process that is used in making the decision to resolve, forward or assign a case for informal supervision. The training will enable Case Managers to identify the youth's physical, mental, educational and medical needs and make the appropriate referrals	Case management and Supervision.	X			State	
	IN SERVICE	Integrating General Differences in Managing Today's Workforce	Nalt. Inst. Corrections eLearning	SHORT TERM	1.5	This course will provide the learner with the insight, information, strategies and tools to better understand, motivate and communicate with multi-generational cohorts. Effectively managing a multi-generational workforce will ensure that your agency is able to attract and retain a solid, high performing staff.	General Supervisory Skills		X		50%	X
	IN SERVICE	Interpersonal Business Savvy	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Do you find yourself attending fundraisers, trade shows, and various social events? Are you good at small talk? Does it really matter who you talk to or what you say? Yes! The connections you make at social events can make the difference between a successful future or a stall in your career. In this course, you'll see why the ability to converse plays such an important role in business success.	N/A		X		State	X
NO COMMENT	ENTRY LEVEL	<i>Interstate Compact</i>	DJS	SHORT TERM	4	about the Interstate Compact for supervision of youth from other states or supervision of youth from Maryland in other states. The participants will be made aware of the issues of placement and cooperative supervision. Participants will be provided with information to help them understand key issues, which may arise during the	Case Management and Supervision.	X			75%	

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	IN SERVICE	Interviewing and Interacting with Youth Effectively	DJS	SHORT TERM	6.5	This presentation examines the strengths and challenges of interviewing youth involved in the juvenile service system and their families, who are often resistant to the interview process.	Development of the case plan		X		75%	X
	IN SERVICE	Introduction to Work Force Generation	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Why do people seem so different in what they value, how they live, and how they behave at work? The worlds your co-workers grew up in may have been very different. There are four generations interacting in the work world of today: the silent generation, baby boomers, Generation X and Generation Next. The differences among these four generations can cause major differences in behavior and perspective.	Team Building		X		50%	X
	IN SERVICE	iSecuretrac GPS, Electronic Monitoring	DJS	SHORT TERM	8	This training is to provide DJS direct care staff with basic overview of the iSecuretrac (iSt) GPS Electronic Monitoring (EM) hardware and web-based software.	Direct Care/ Delete		X		State	X
	IN SERVICE	ITIP: No Fail Lesson Plan	Nalt. Inst. Corrections eLearning	SHORT TERM	1.5	Participants have the opportunity to develop a training topic from their real life work experience into a "no fail" lesson plan for delivery in their organization.	N/A		X		State	X
	IN SERVICE	Juvenile Mental Health Issues	DJS	SHORT TERM	7.5	This training module addresses the mental health issues juveniles experience in detention facilities.	N/A		X		State	X
NO COMMENT	ENTRY LEVEL	Juvenile Mental Health Issues (Adolescent Mental Health/ Developmental Disabilities)	DJS	SHORT TERM	7.5	This training addresses the mental health issues youth experience in out of home placements. The participants learn to identify five common types of disorders likely to be observed in the youth. They will learn why recognizing and managing youth mental disorders is a security issue, as well as a health issue, and learn the meaning of mental disorder to be able to make referrals as necessary.	Development of the case plan. Referral to service	X			75%	

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Need more info - detention?- Updated course description	IN SERVICE	Juvenile Rights	DJS	SHORT TERM	3.5	The training explains DJS policy and procedures regarding youth rights. This training describes a grievance procedure, identifies key elements of the procedure and compares different grievance procedures; defines "due process" and explains the importance of limits on staff discretion and describes approaches to balancing a youth's rights with the responsibilities of the group home providers and the Department of Juvenile	Case Management and Supervision.		X	X	50%	
	IN SERVICE	Lead and Develop Your Staff I	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will help new managers excel in their new positions, by assessing work group styles. Succeeding as a first time manager will provide the skills to become a competent manager as well as identify the one quality that matters most - a positive attitude.	General Supervisory Skills		X		50%	X
	IN SERVICE	Lead and Develop Your Staff II	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will provide new managers with more exposure to the assessment of work group styles. Participants will develop skills that enhance productivity.	General Supervisory Skills		X		50%	X
	IN SERVICE	Leadership Development for Technical Professional	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will develop your abilities to plan and facilitate productive meetings, resolve conflicts and create team-based approaches to managing. These skills will better prepare you for your role as a manager, and assist you in motivating and empowering your employees.	General Supervisory Skills/ Team Building		X		50%	X
	IN SERVICE	Leadership in times of Critical Incidents	DJS	SHORT TERM	1	This course explores the Full Range Leadership strategy and its applications to planning, responding, and learning from critical incidents, as well the challenges presented by transformational change.	General Supervisory Skills		X		50%	X
Not allowable - Not IV-E - No claim	IN SERVICE	Leadership in Youth Corrections	DJS	SHORT TERM	4	Through this training participants will identify examples of integrity in daily activities, form opinions and consensus regarding important characteristics of effective leaders, and will identify and define the tripod of leadership.	Case Management and Supervision.		X		State	

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	IN SERVICE	Leading from the Front Line Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	In this simulation, you will be tasked with serving as a networker, dealing with the issues that arise when informal leaders take the initiative and Lead from the Front Line. As the Manager for the Customer Service Team for Cross & Witherson, Unlimited, you have been made aware of a growing problem with product returns. Using your management and persuasive skills, you must convince both your manager and your fellow co-workers of the value of exploring a possible solution-the creation of a knowledge base. This simulation is based on the SkillSoft series Leading from the Front Line. It has links to the following courses: LEAD0121, LEAD0123, LEAD0124 AND LEAD0125.	N/A		X		State	X
	IN SERVICE	Leading Silent Generation and Baby Boom Workers	Nalt. Inst. Corrections eLearning	SHORT TERM	3	The two eldest generations of employees working today have unique needs and habits. Their experience and value sets are markedly different. Silent and baby boom generation workers cooperate well in some respects, but are capable of taking very different approaches to work related issues. This course covers definitional material and applied management techniques concerning members of the silent and baby boom generations. It includes topics on age-related conflict and discrimination. The course also discusses the advantages of learning these two generations, and includes a topic on future trends that involve silent and baby boom workers.	General Supervisory Skills/ Job Skills Development		X		50%	X
	IN SERVICE	Leading the Workforce Gen. Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	5	This course examines the four generations interacting in today's workforce: the Silent Generation, Baby Boomers, Generation X, and Generation Next. These four generations each have their own ideas about company commitment, rewards, flexibility, and change. The generational differences can cause major discrepancies in behavior and perspective from one worker to the next. Individuals may have different values, practice different work habits, or seek different goals. The course will help a manager to understand these differences and use appropriate strategies.	General Supervisory Skills/ Job Skills Development		X		50%	X

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	IN SERVICE	Leading through Change	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Take a minute to think of people who you consider to be exemplary leaders--people who led their organizations to greatness. What are the events or actions that led you to believe these leaders were exemplary? Was it the development of a new product, the revival of a failing business, or perhaps the start-up of an entrepreneurial venture? People who become leaders are individuals who triumph during times of turbulence, conflict and change. They look for ways to change the status quo, to challenge the accepted, and to create something new. You can learn to do the same; a knowledge of how to challenge processes, a realization of the attitudes and behaviors that accompany change and a willingness to do the necessary work is all it takes. You can learn about each of these in this course, which teach you how to lead through change.	General Supervisory Skills		X		50%	X
	IN SERVICE	Learning Organizations and the Virtual Team	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This is an enlightening course that explores the concept of "learning organizations" as they relate to virtual teams. This course will compare the traditional models of learning vs. the emerging models of learning. It will compare the traditional models of how to set up a learning organization in your organization based on the principles of learning and Complex Systems Theory.	General Supervisory Skills/ Job Skills Development		X		50%	X
NO COMMENT	IN SERVICE	Legal Issues	DJS	Short Term	4	This training session will provide the participants with a complete overview of the legal issues which are covered by the Department of Juvenile Services. The issues presented are the legal process in Maryland, Juvenile Law, the legal roles in the court, the role of the Attorney General's Office, Children in Need Of Supervision, citations, the Maryland Tort Claims Act and other legal information that impacts an employee of DJS.	Preparation for and participation in judicial determinations		X		50%	
	IN SERVICE	Listening for Higher Purposes	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Do you sometimes have difficulty using your listening skills to effectively evaluate arguments or appreciate complex ideas and emotions? This course teaches you how to listen more effectively for critical and empathic purpose to maximize your understanding of the children and families being serviced by DJS.	Communication Skills		X		75%	X

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	IN SERVICE	Listening, Influencing & Handling Tough Situations	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Communicating skillfully is essential to attaining your personal and work-related goals. It is important to take a general interest in, and establish personal bonds with the people around you. You may be highly competent, but without an understanding of human nature, you are limited in what you can achieve. The goal of this course is to open up some of the different options so that you can best express yourself to the children and families serviced by DJS. This course will help you discover ways to increase your influence and leadership through improved listening skills. You will also learn how to use verbal communication to diffuse conflict, and to handle or recover from verbal mistakes and other tough communication situations.	Communication Skills		X		75%	X
	IN SERVICE	M.I. meets I.T. @ Intake Risk Screen	DJS	Short Term	4	This course is designed to enhance motivational interviewing skills during the intake process while administering the intake risk screen electronically.	Communication Skills		X		75%	X
	IN SERVICE	Making Cross-Generational Teams Work	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Teams in the modern workplace may include members from as many as four different generations. For a team to work effectively, its manager must understand generational distinctions. Individual team members may subscribe to different values, practice different work habits or seek different goals. Lessons in this course cover the benefits and challenges of teaming silent generation, baby boomers generation, Generation X and Generation Next employees.	General Supervisory Skills/ Team Building		X		50%	X
	IN SERVICE	Managing & Working with Difficult People Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	5	The simulation is based on the SkillSoft series Managing and Working with Difficult People. The participant will be exposed to a series of different situations which will allow him/her to attempt possible resolutions or outcomes.	Job Performance Development		X		50%	X
	IN SERVICE	Managing Diversity and Inclusiveness Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	0.5	The Managing Diversity and Inclusiveness Simulation provides participants with the opportunity to explore strategies and techniques for managing a diverse team. Faced with integrating a diverse workforce, participants will examine the tensions and issues that arise despite the implementation of a well-intentioned diversity program. Once the problems and barriers are understood, participants will be charged with re-aligning company assumptions with agency values, creating a culture that is both accepting of and empowered by its diversity.	General Supervisory Skills		X		50%	X

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	IN SERVICE	Managing Others through Change Simulation	Nalt. Inst. Corrections eLearning	SHORT TERM	5	This simulation is based on the Skill Soft series. The participant will be required to select appropriate change to help bridge the gap between the supervisor and the staff.	General Supervisory Skills		X		50%	X
	IN SERVICE	Managing Time	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course provides guidance on Time Management.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Maryland Comprehensive Assessment Service Plan (MCASP) Supervision and Overrides Webinar	DJS	SHORT TERM	1	This webinar is designed as a refresher to an initial MCASP Training as a supplemental review of specific topics relevant to the Statewide Maryland Automated Record Tracking System (SMART) Application, Treatment Service Plan and Risk/Needs assessment.	Case Planning/ Case Management and Supervision		X		75%	X
	IN SERVICE	Maryland Comprehensive Assessment Service Plan (MCASP); Treatment Service Plan – Automated	DJS	SHORT TERM	7.5	This course is designed to provide case management staff with the necessary guidance and instruction for completing the automated treatment service plan in the Statewide Maryland Automated Record Tracking System (SMART) Application.	Case Planning/ Case Management and Supervision		X		75%	X
	IN SERVICE	Maryland Comprehensive Assessment Service Plans	DJS	SHORT TERM	6.5	This course is designed to provide case management staff with the fundamental knowledge and skills required to create and implement comprehensive treatment service plans for youth under DJS supervision.	Case Management and Supervision		X		75%	X
NOT ALLOWABLE - SOC SERVICE - PROVIDED MORE INFORMATION IN COURSE DESCRIPTION - UPDATED COURSE DESCRIPTION	ENTRY LEVEL	MCASP	DJS	SHORT TERM	7.5	MCASP (Maryland Comprehensive Assessment and Service Planning) - This training introduces Case Managers to the DJS Treatment Service Plan (TSP) ; to the assessing and re-evaluation of the TSP; an overview of current resources available to Case Managers; and the procedures to be followed in referring youth to various types of community and residential services. MCASP provides Case Managers with the tools to effectively document the progress of youth, link them to other essential services, ensure continuous and updated case planning, insure youth progress occurs and transition youth into permanency.	Development of case plan/ Case Management	X			75%	

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NOT ALLOWABLE - SOC SERVICE - PROVIDED MORE INFORMATION IN COURSE DESCRIPTION - UPDATED COURSE DESCRIPTION	IN SERVICE	MCASP	DJS	SHORT TERM	6.5	MCASP (Maryland Comprehensive Assessment and Service Planning) - This training introduces Case Managers to the DJS Treatment Service Plan (TSP) ; to the assessing and re-evaluation of the TSP; an overview of current resources available to Case Managers; and the procedures to be followed in referring youth to various types of community and residential services. MCASP provides Case Managers with the tools to effectively document the progress of youth, link them to other essential services, ensure continuous and updated case planning, insure youth progress occurs and transition youth into permanency.	Development of case plan/ Case Management		X		75%	
	IN SERVICE	MCASP - AUTOMATED	DJS	SHORT TERM	7.5	This Course is designed to provide case management staff with the necessary guidance and instruction for completing the automated treatment service plan. The instruction includes an overview of the navigation required through the system and detailed guidance in completing each required data filed.	Development of case plan/ Case Management		X		75%	
	IN SERVICE	Md. Department of Juvenile Services Leadership Development Institute	DJS	SHORT TERM	135	This is a leadership preparation and learning program designed to assist individuals in identifying and developing effective skills in influencing others to follow in the achievement of a common goal.	Job Skill Development/ General Supervisory Skills		X		50%	X
NO COMMENT	IN SERVICE	Medical Assistance	DJS	SHORT TERM	3	Staff will be trained in the appropriate way in completing applications for eligibility for MA - juveniles in DJS custody, along with Medical Assistance is why Medicaid is necessary.	N/A		X		State	
ADOPTED ACF SUGGESTION	IN SERVICE	Mommy's Not Home Right Now" - Understanding the Impact of Incarceration on Children	MPCTC	SHORT TERM	4	Training participants will gain an understanding of the impact of parental incarceration on children. Participants will also gain an understanding of local and national efforts to reduce the impact and to address the challenges faced by children of incarcerated parents. This will help the Case Manager to identify issues and make appropriate referrals for services	Child abuse and neglect issues, & referral to service		X		75%	
	IN SERVICE	Moral Leadership & Development	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Participants will explore forms of moral and authentic leadership, discover how authentic and moral leaders are high-impact leaders, practice behaviors that will lead to better moral decision-making outcomes, and learn how to develop followers to be moral actors.	General Supervision		X		50%	X

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NO COMMENT	IN SERVICE	Moral Reconciliation Therapy	DJS	SHORT TERM	40	Moral Reconciliation Therapy (MRT) is a structured, open-ended, cognitive behavioral, group counseling intervention tool. All participants will be expected to co-facilitate a MRT group upon successful completion and certification.	N/A		X		State	
	IN SERVICE	Motivate and Recognize Employees	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Every manager faces situations where employee performance is the issue. The hard line is not always the best answer. There is a good case for understanding what makes employees want to work, and for creating an atmosphere where they want to perform well. This course shows you how a motivational approach can boost employee morale and performance.	General Supervisory Skills		X		50%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	Motivational Interviewing	DJS	SHORT TERM	15	This training is designed to provide entry-level professional staff with the understanding and skills necessary to function as an instrument of change for DJS clients. Participants are evaluated on their knowledge and understanding of the taught skills. This course will teach DJS Case Management specialist interviewing techniques to identify service needs and make resource referrals.	Development of the case plan / Referral for service	X			75%	
ADOPTED ACF SUGGESTION	IN SERVICE	Motivational Interviewing	DJS	SHORT TERM	15	This training is designed to provide entry-level professional staff with the understanding and skills necessary to function as an instrument of change for DJS clients. Participants are evaluated on their knowledge and understanding of the taught skills. This course will teach DJS Case Management specialist interviewing techniques to identify service needs and make resource referrals.	Development of the case plan / Referral for service		X		75%	
	IN SERVICE	Motivational Interviewing	DJS	SHORT TERM	6.5	This course provides an overview for case managers about the principles and strategies underlying the MI approach and how the MI approach may be useful in working with juveniles service youth and their families.	Communication Skills/ Development of Case Plan/ Referral for Service		X		75%	X
	IN SERVICE	Motivational Interviewing Workshop	DJS	SHORT TERM	7.5	This workshop on Motivational interviewing will provide an overview for case managers on the principles and strategies underlying the MI approach and how the MI approach may be useful in working with juvenile services youth and their families.	Communication Skills/ Development of Case Plan/ Referral for Service		X		75%	X

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	IN SERVICE	MS Access XP (2010) – Intermediate	DJS	SHORT TERM	6	Participants will create queries that are more complex than the basic skills previously learned. They will enhance their database designs by using the principles of table relationships.	Job performance Enhancement		X		50%	X
	IN SERVICE	MS Excel XP (2010) – Advanced	DJS	SHORT TERM	6	Participants will customize workbooks, work with multiple data sources, analyze data, create macros and collaborate with others using shared workbooks.	Job performance Enhancement		X		50%	X
	IN SERVICE	MS Excel XP (2010) – Intermediate	DJS	SHORT TERM	6	This course will expand upon the skills learned in the Excel 2012 Introductory course and give the participant an opportunity to work with more advanced features.	Job performance Enhancement		X		50%	X
	IN SERVICE	MS Excel XP (2010) – Introduction	DJS	SHORT TERM	6	Participants will create, edit, format and print basic worksheets and charts in Excel.	Job performance Enhancement		X		50%	X
	IN SERVICE	MS Intro to Computers	DJS	SHORT TERM	6	This course will allow you to understand what the computer is and how it works.	Job performance Enhancement		X		50%	X
	IN SERVICE	MS PowerPoint XP (2010) Level 1 – Introduction	DJS	SHORT TERM	6	In this course, you will learn to create, modify and run a basic PowerPoint presentation	Job performance Enhancement		X		50%	X
	IN SERVICE	MS PowerPoint XP (2010) Level 4 – Accelerated and Advanced Power User	DJS	SHORT TERM	6	This course will enable participants to create better business. Power User Level: Accelerated and Advanced training	Job performance Enhancement		X		50%	X
	IN SERVICE	MS Word XP (2010) – Intermediate	DJS	SHORT TERM	6	This course will expand upon the basic concepts that you learned in the Microsoft Word Introductory course as well as introduce you to new intermediate concepts and provide an opportunity to apply them.	Job performance Enhancement		X		50%	X
	IN SERVICE	Online SHI Training	DJS	SHORT TERM	1	This online training session provides an overview of the revised Social History Investigation (Case Plan) Policy for the Department as well as informing staff of changes and expectations when completing a Social History Investigation Report.	Case Plan Development		X		75%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Only Child's Play?: Introduction to working with Youth Who Offend Sexually	DJS	SHORT TERM	6	techniques when working with children and adolescents around sexuality and gender issues. It also clarifies and challenges personal sexual values, attitudes and beliefs of the participants, helps the participants to explore	Communication skills		X		75%	
	IN SERVICE	Optimizing E-mail at Work	Nalt. Inst. Corrections eLearning	Short Term	2	and provides you with the skills to write, send and receive business e-mail effectively. You will learn how to best use the features that are commonly included in e-mail programs in a way that improves your communicative ability and efficiency at work.	Job Performance Enhancement		X		50%	X

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	IN SERVICE	Organizational Culture and Leadership	Nalt. Inst. Corrections eLearning	Short Term	2.5	In this course, you will explore the concepts related to organizational culture, and learn how the different cultures relate to leadership. You'll learn about the dynamics of cultural change and how you, as a leader, can influence the direction of your organization's culture. The course ends with strategies for leading in learning culture.	General Supervision Skills		X		50%	X
	IN SERVICE	Organizational Inclusion I	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course stresses the importance of inclusiveness as part of obtaining work place objectives.	General Supervision Skills/ Team Building		X		50%	X
	IN SERVICE	Organizational Inclusion II	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course stresses the importance of inclusiveness as part of obtaining work place objectives.	General Supervision Skills/ Team Building		X		50%	X
	IN SERVICE	Pandemic Influenza Staff Training DJS Preparedness	DJS	SHORT TERM	2	This training will provide a general overview of pandemic influenza and H1N1, define the staff's role in the DJS operational plan for a pandemic, and review preventive measures that staff should employ..	Worker Safety/ Agency Policy		X		50%	X
	IN SERVICE	Pandemic Influenza Staff Training.: DJS Preparedness	DJS	SHORT TERM	4	The training will provide a general overview of pandemic influenza and H1N1, define the staff's role in the DJS operational plan for a pandemic, and review preventive measures that staff should employ, both at work and home.	Worker Safety/ Policy and Procedures		X		50%	X
	IN SERVICE	Pandemic Influenza Staff Training: Self Study	DJS	Short Term	2	This training will provide a general overview of pandemic influenza and H1N1, define the staff's role in the DJS operational plan for a pandemic, and review preventive measures that staff should employ, both at work and home. The participant will read and complete a companion evaluation tool and submit it to the training unit for scoring.	Worker Safety/ Agency Policy		X		50%	X
	IN SERVICE	Performance Planning and Evaluation Program (PEP)	DJS	Short Term	3.5	The purpose of this training is to provide supervisors an overview of the State of Maryland's Performance Evaluation program.	General Supervisory Skills/ Agency Policy		X		50%	X

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ADOPTED ACF SUGGESTION	IN SERVICE	Permanency Hearing	DJS	SHORT TERM	3	This training instructs Case Managers on the permanency hearings required by ASFA (Adoption and Safe Families Act 1997), and the Title IV-B administrative reviews. Staff will be instructed on the purpose of the hearings/ reviews, preparation for the hearings/ reviews, how to completed the required forms, the conducting of the hearing/ reviews, and follow up requirements. This training is provided to assure that case workers are prepared to meet these federal requirements, and to promote the safety, permanence and well-being of children in out of home placement.	Participation in and preparation for judicial determinations		X		75%	
	IN SERVICE	Permanency Hearings Webinar	DJS	SHORT TERM	1	This one hour webinar, scheduled for May 30, 2012 is designed to review DJS Policy and Procedure regarding Permanency Planning and documentation of that in the Treatment Service Plan, court reports and memos used by DJS Staff. The webinar includes a policy review and permanency planning and Title IV-E sections in SMART.	Participation in and preparation for judicial determinations		X		75%	X
NO COMMENT	ENTRY LEVEL	Personnel Evaluation Planning Process	DJS	SHORT TERM	2	This training teaches the procedures for completing personnel evaluations for DJS employees. The actual performance evaluation is a logical extension of the process which allows the supervisor and employee to appraise and discuss the accomplishment of certain standards and goals. The participants in this training session will be able to understand the percent of time and weight of the importance of the expected performance standards.	Personnel policies and procedures	X			50%	
NO COMMENT	IN SERVICE	Personnel Evaluation Planning Process	DJS	SHORT TERM	2	This training teaches the procedures for completing personnel evaluations for DJS employees. The actual performance evaluation is a logical extension of the process which allows the supervisor and employee to appraise and discuss the accomplishment of certain standards and goals. The participants in this training session will be able to understand the percent of time and weight of the importance of the expected performance standards.	Personnel policies and procedures		X		50%	

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NO COMMENT	ENTRY LEVEL	Personnel Issues	DJS	SHORT TERM	3.5	This training session informs and guides employees in matters relating to employment, and the policies and regulations of DJS.	Personnel policies and procedures	X			50%	
NO COMMENT	ENTRY LEVEL	Personnel Issues/Timesheet/Travel	DJS	SHORT TERM	4	This training session informs and guides employees in matters relating to employment, time sheet, travel documentation and the policies and regulations of DJS. It allows for discussion of the importance of completing a timesheet, preparing a timesheet for submission, understanding the leave codes associated with the timesheet.	Personnel policies & procedures	X			50%	
	IN SERVICE	Perspectives in Mental Health-care for Adolescents	DJS	SHORT TERM	3	This course is designed to assist participants to understand and identify key components in the continuum of care for adolescents who sexually act out.	Mental Health/ Case Plan Development		X		75%	X
	IN SERVICE	Playing the Rules	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course is intended to help women understand the basis of many traditional businesses founded by men. It will help all women moving into leadership positions because every organization has some set of rules that must be understood to gain success. It also gives women a basis for finding ways to change the rules as they become leaders.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Power to Lead	Nalt. Inst. Corrections eLearning	SHORT TERM	1	Participants completing this course will discover how creating value leads to power for leadership, assess the bases of your organizational power, learn how to strategically develop your organizational power, and learn why leaders may become abusive. Key topics include: developing power, power dynamics in leadership, values and power and abusing power	General Supervisory Skills		X		50%	X
	IN SERVICE	Prepare for Your New Management Role	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course will teach the skills and mindset that new managers will need to deal with the endless challenges and opportunities they will confront as first-time managers. Becoming a manager for the first time is frightening because success is based not only on the manager's own effectiveness, but on the performance of the entire staff. This course will help new managers earn respect immediately, and excel in their new positions. By assessing work group styles, new managers can develop and lead their staff to increased productivity.	General Supervisory Skills		X		50%	X

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NO COMMENT	IN SERVICE	Preparing for Court Training	DJS	Short Term	7	This course will provide participants with an understanding of the operation of the Juvenile Court and legal system. The training will encompass ten main focal points for discussion, lecture and group exercises.	Preparation for and participation in judicial determinations		X		75%	
ADOPTED ACF SUGGESTION	IN SERVICE	Presentation & Facilitation Skills TOT	DJS	SHORT TERM	45	This training is designed to enhance DJS employees' knowledge, skills and abilities in the areas of presentation and facilitation. As a supervisor or a direct-care employee, this course is designed to enhance skills in preparing and delivering effective presentations to staff, youth, and parents, as well as others. The course will focus on organization, preparation, delivery and the usage of documentation/visual aids.	Job performance enhancement		X		50%	
	IN SERVICE	Presentation Skills for Managers	DJS	SHORT TERM	6.5	This course is designed to enhance the skills of Managers and Administrators in preparing and delivering an effective presentation. The course will provide tools to enable participants to speak confidently and effectively in a variety of public speaking situations, with particular attention paid to style, persuasion and credibility in public speaking. The workshop will focus on organization, preparation, delivery and visual aids.	Job Performance Enhancement		X		50%	X
NO COMMENT	IN SERVICE	Principles & Implementation of Behavior Management Strategies	DJS	Short Term	7.5	This course focuses on the best practices of behavior modification strategies for work with delinquent youth.	N/A		X		State	
NO COMMENT	IN SERVICE	Prison Rape Elimination Act Training (PREA)	DJS	Short Term	6	This training is designed to familiarize participants with the PREA draft standards with specific emphasis on their operational implications with respect to implementation and oversight.	N/A		X		State	

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	IN SERVICE	Proactive Approaches to Stop Negativity	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Quite often you may have found it difficult to communicate with a negative thinker. It is quite possible that the negative thinker remained closed to what you were saying. Instead of getting frustrated with the situation, using the right confrontational or coaching skills would help the negative thinker to see reason. This course offers you proven methods to help a negative thinker overcome negativity. You will learn how to avoid common pitfalls that hinder communication, when to confront a negative thinker and how to use the I-CAN Model to coach negative thinkers.	N/A		X		State	X
	IN SERVICE	Professionalism in the Workplace	DJS	Short Term	7	This training seeks to provide staff with a framework and guidance and inspire professionalism and professional behavior in the workplace. The importance of ethics and code of conduct in creating a culture of integrity, accountability and trust will be discussed.	Job performance enhancement skills & ethics		X		50%	
	IN SERVICE	Program Planning and Design	Nalt. Inst. Corrections eLearning	SHORT TERM	1	This course provides an opportunity for the learning to become familiar with the essential steps of program planning and design that program planners and administrators need to communicate clearly a program's objectives, identify targets for change, set intermediate goals, and ensure the program's integrity through best practices.	General Supervision Skills		X		50%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Public Safety Eye for the Substance Abusing Guy	MPCTC	SHORT TERM	4	This training discusses current and emerging trends in substance abuse. Additionally, interactive exercises will prepare Case Managers to recognize behaviors and other characteristics associated with substance abuse. This will enable the participants to make appropriate referrals if necessary.	General substance abuse & referral to service		X		75%	
	IN SERVICE	Quid Pro Quo Harassment	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	involved in the sexual harassment situation may be affected. Then, you'll look inside the heads and hearts of all the people involved to see why quid pro quo harassment is so devastating. You will get a clear sense of what it is like to be a victim of sexual harassment, a coworker close to the situation, or an employee from another part of the organization. You will even gain	Policy and Procedures		X		50%	X
	IN SERVICE	Random Moment Time Study	DJS	SHORT TERM	1.5	This training familiarizes Case Managers with the DJS Random Moment Time Study as a tool to sample case management activities for the purpose of allocating costs. The RMTS instrument, codes and participant instructions are reviewed.	Title IV-E Procedures (Identification of Title IV-E administrative costs.)		X		75%	X

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ACF COMMENTS	COURSE TYPE	COURSE TITLE	PROVIDER	DURATION	HRS	COURSE DESCRIPTION	IV-E ALLOWABLE ADMINISTRATIVE FUNCTION	ENTRY LEVEL / PRE SERVICE TRAINING (Case Mgt.. Spec and	IN SERVICE TRAINING (Case Mgt. Spec. and Supervisors)	FOSTER PARENT TRAINING	COST ALLOCATION	NEW COURSES FOR FY 2011
OK SM 6/14/2011	IN SERVICE	Recognizing & Reporting Child Abuse & Neglect	DJS	SHORT TERM	4	Addresses the DJS policy on reporting and investigating child abuse and neglect. The policy's purpose is to ensure the safety of youth in the care of DJS. The participants learn the guiding principles for identifying abused and/or neglected youth, the reporting of an abused and/or neglected youth to DHR Child Protective Services.	Case management and Supervision.		X	X	75%	
	IN SERVICE	Redesign Your Organization – Part I	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will walk you step by step through a planning process of designing an organizational system. You'll learn how to design your ideal agency, how to implement the design and how to incorporate the learning of the new system so that the entire team becomes a part of it.	Team Building		X		50%	X
	IN SERVICE	Redesigning Your Organization – Part II	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will provide you with the skills you'll need to successfully implement an idealized design in your agency. You'll study the groundwork for learning, including how to use adaptive learning and how to use an advocate for adaptive learning. You'll learn about democratic hierarchies, decision making processes and the skills necessary for being a leader in your redesigned organization. In the final section of the course, you'll explore the roles that development ethics and aesthetics play in the redesign of your organization.	Job Skills Enhancement		X		50%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Regional Gang Intelligence Training	MPCTC	SHORT TERM	4	This training is designed to provide updated information on gang activity in the Maryland suburbs around Washington D.C. This training will focus on Maryland's gang culture and help to enhance participants' knowledge of this growing problem. The session will also provide updated information about Maryland Gangs. This training will enable the Case Managers to identify gang issues and make appropriate referrals for intervention.	Development of the case plan		X		75%	
	IN SERVICE	Responsible Males	DJS	SHORT TERM	21	This program is designed to promote self-knowledge and responsibility in young males. The curriculum is research-based and takes students through the trans-theoretical model of behavior change. This training will enable the Case Manager to identify issues unique to young male clients and make appropriate referrals for services.	General Assessments/ Development of Case Plan/ Referral for Services		X		75%	X

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Not allowable- Not IV-E - no claim	ENTRY LEVEL	Sexual Harassment	DJS	SHORT TERM	4	The training is designed to make the employee aware of the Sexual Harassment Policy mandated by the Secretary of DJS, how employees can stop sexual harassment in the workplace, provide guidelines to determine inappropriate and illegal sexual harassment in the workplace and understand exactly what sexual harassment is in the workplace.	Personnel policies and procedures	X			State	
NO COMMENT	IN SERVICE	Sexual Harassment	DJS	SHORT TERM	4	The training is designed to make the employee aware of the Sexual Harassment Policy mandated by the Secretary of DJS, how employees can stop sexual harassment in the workplace, provide guidelines to determine inappropriate and illegal sexual harassment in the workplace and understand exactly what sexual harassment is in the workplace.	Personnel policies and procedures		X		50%	
	IN SERVICE	Sexual Harassment Prevention in the Workplace - Supervisors	DJS	SHORT TERM	3	This course is designed to define and to explain the types of sexual harassment, to examine facts and myths about sexual harassment, and to know why you must act even if an employee states "I don't want you to do anything".	General Supervision Skills		X		50%	X
	IN SERVICE	Sexual Harassment Prevention: Intent vs. Impact	DJS	Short Term	3	This course provides Juvenile Services Supervisors and Managers information regarding responsibilities and obligations when a complaint is received, examines the myths and facts regarding sexual harassment, and reviews the Maryland and DJS sexual harassment policies.	General Supervision Skills/ State Personnel Policies and Procedures		X		50%	X
	IN SERVICE	SFA/CPR/AED	DJS	SHORT TERM	7.5	Participants will be trained in recognizing and caring for breathing and cardiac emergencies in youth and adults, and identifying and caring for life threatening bleeding, sudden illness and injuries.	First Aid		X		50%	X
	IN SERVICE	SFA/CPR/AED- Challenge Course	DJS	Short Term	2	Participants will demonstrate test and skill mastery in recognizing, caring for breathing and cardiac emergencies in adults; identifying and caring for threatening bleeding, sudden illness and injuries.	First Aid		X		50%	X
	IN SERVICE	SFA/CPR/AED TOT	DJS	SHORT TERM	36	The staff will be instructed in emergency skills for sudden injuries/illnesses, first aid, cardiac pulmonary resuscitation and AED training.	First Aid		X		50%	X

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	IN SERVICE	SFA/CPR/AED-CPR and AED Component Only	DJS	SHORT TERM	6	Participants will be trained in recognizing and caring for breathing and cardiac emergencies in adults and identifying and caring for bleeding injuries, sudden illness and life threatening conditions. This is just the AED portion.	First Aid		X		50%	
	IN SERVICE	SFA/CPR/AED-CPR Component Only	DJS	SHORT TERM	5	Participants will be trained in recognizing and caring for breathing and cardiac emergencies in adults and identifying and caring for bleeding injuries, sudden illness and life threatening conditions. This is just the CPR portion.	First Aid		X		50%	
	IN SERVICE	Standards of Conduct and Ethics	DJS	SHORT TERM	4	This session provides an overview of the Department's policies regarding Standards, Conduct and Ethics.	Agency Policy/Ethics		X		50%	X
Not allowable- Not IV-E - no claim	ENTRY LEVEL	Standards of Conducts and Ethics	DJS	SHORT TERM	4	This training presents the rules and procedures that a DJS employee is to follow. The Standards of Conduct are part of a continuing effort to ensure that employees are informed about their responsibilities.	Personnel policies and procedures	X			State	
	IN SERVICE	Step Down Strategies	DJS	SHORT TERM	3.5	This workshop is designed to assist the Case Manager to identify the strategies and techniques to move pre-adjudicated and post adjudicated youth into less restrictive and alternative placements.	Case plan development/Referral to service		X		75%	X
	IN SERVICE	Strategies for Facilitating Critical Thinking Skills	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course will help managers learn a variety of strategies to encourage the development of critical thinking skills within their organizations, for both individuals and teams and to ensure that critical thinking is deployed effectively.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Strategies for Transitioning into Management	Nalt. Inst. Corrections eLearning	SHORT TERM	6	This course outlines management tactics for becoming an effective manager. The participant will receive tips on hitting the ground running, including how to prepare for the transition into management, develop management tactics and measure your management success.	General Supervisory Skills		X		50%	X
ADOPTED ACF SUGGESTION	ENTRY LEVEL	Substance Abuse and the DJS Policy	DJS	SHORT TERM	7.5	This training provides information about the various drugs and their effects on the youth DJS services. The participants are made aware of the procedures used to refer youth with drug problems, to identify youth with drug problems, to understand the difference between an abuser and an addict, and become aware of the DJS policy "Substance Abuse Treatment for Youth".	Development of the case plan. Referral to service . General Substance Abuse	X		X	75%	

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ADOPTED ACF SUGGESTION	IN SERVICE	Substance Abuse and the DJS Policy	DJS	SHORT TERM	7.5	This training provides information about the various drugs and their effects on the youth DJS services. The participants are made aware of the procedures used to refer youth with drug problems, to identify youth with drug problems, to understand the difference between an abuser and an addict, and become aware of the DJS policy "Substance Abuse Treatment for Youth".	General substance abuse		X	X	75%	
	IN SERVICE	Substance Abuse Subtle Screening Instrument (SASSI)	DJS	Short Term	6	The SASSI –A2 is a brief, easy to administer, objectively scored, accurate and cost effective tool designed to screen for the presence or absence of substance use disorders. As a screening instrument, it is designed to identify individuals who have a high probability of having a substance use disorder and to enable Case Managers to make appropriate treatment referrals.	Substance Abuse/ Case Plan Development/ Referral For Service		X		75%	X
	IN SERVICE	Succession Planning Management	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	So, you have a succession plan and you have identified some problems. What do you do now? By taking this course, you will learn how to establish a leadership and talent development program that will ensure your succession plan achieves its goals. You will also learn how to overcome some common challenges that management teams face when trying to find the right people for a position. Since succession planning is an ongoing process, you will also learn how to evaluate your succession program to ensure that it meets your organization's present and future needs.	General Supervision Skills		X		50%	X
NOT ALLOWABLE - SOC SERVICE - No Claim	ENTRY LEVEL	Suicide Awareness and Prevention	DJS	SHORT TERM	7.5	This training addresses the important issues pertaining to the reduction of suicides by youth in out-of-home placement, causing youth workers to become aware of youth exhibiting traits which lead to possible suicide attempts.	Case management and Supervision.	X		X	State	
NOT ALLOWABLE - SOC SERVICE - No Claim	IN SERVICE	Suicide Awareness and Prevention	DJS	SHORT TERM	7.5	This training addresses the important issues pertaining to the reduction of suicides by youth in facilities and out-of-home placement, causing youth workers to become aware of youth exhibiting traits which lead to possible suicide attempts.	Case management and Supervision.		X	X	State	
	IN SERVICE	Suicide Prevention & Education TOT Refresher	DJS	SHORT TERM	12	This refresher course is designed to bring all instructors together to receive updates and discuss current trends within the facilities and communities we serve in relation to the topic as well as provide updated data and statistics related to the topic of suicide.	N/A		X		State	X
	IN SERVICE	Suicide Prevention and Education – Abbreviated Refresher	DJS	SHORT TERM	4	A refresher for seasoned staff that provides facts about suicide.	N/A		X		State	X

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	IN SERVICE	Suicide Prevention and Education – Refresher	DJS	Short Term	7.5	This training will educate staff on the facts of suicide, to re-frame previously learned information about suicide that may be clouded by myths and misconceptions.	N/A		X		State	X
	IN SERVICE	Suicide Prevention Education and Awareness TOT	DJS	SHORT TERM	30	This course is designed to discuss current trends within the facilities and communities we serve in relation to the topic as well as provide data and statistics related to the topic of suicide.	N/A		X		State	X
NO COMMENT	IN SERVICE	Supervisor's Training	DJS	SHORT TERM	63	The purpose of this training is to provide first-line supervisors with the skills and knowledge necessary to effectively supervise staff within the Department of Juvenile Services. Upon successful completion, supervisors will be able to identify and utilize principles and techniques of effective supervision.	General Supervisory Skills		X		50%	
	IN SERVICE	Survive Outside – Making Proud Choices	Education Training & Research Associates	Short Term	14	This training is designed to provide juvenile services staff with the knowledge and skills to implement the Making Proud Choices (Sexually Transmitted Disease) curriculum effectively and with a high degree of fidelity with youth. This training addresses the HIV and AIDS issues affecting youth. Case Managers are provided with basic information about HIV infection, AIDS and other STDs. The training provides the description of the development of the HIV/AIDS epidemic in the United States including the modes of transmission and ways to avoid infection. This information will help the Case Managers to communicate more effectively with the youth they serve.	N/A		X		Training provided by ETR at no charge.	X
	IN SERVICE	Survive Outside: Blood Lines Video Discussion Group	DJS	Short Term	7	The Blood Lines Video Discussion Group is a two-hour group session designed to provide information to youth about HIV prevention.	N/A		X		State	X
	IN SERVICE	Survive Outside: HIV Risk Reduction Counseling	DJS	SHORT TERM	7	One day educator training is designed to provide participants with the knowledge and skills to effectively implement the HIV Risk Reduction Counseling Session with youth in juvenile court or in alternative school settings.	N/A		X		State	X

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	IN SERVICE	Systems Archetypes	Nalt. Inst. Corrections eLearning	Short Term	3	Systems repeatedly fall into common patterns. In this course, you will learn five system archetypes, patterns that appear in every organization. By becoming aware of an archetype and learning how to identify it in your work situations, you gain a strong tool for assessing the structure and forces at work in your organization. Archetypes are used to clarify and test models as well as compile the many details involved in systems thinking that can so easily overwhelm the beginning systems thinker. Using archetypes simplifies the process of looking at your systems and give structure to the steps needed to work within those systems.	N/A		X		State	X
	IN SERVICE	Systems/Thinking Models and Thinking Skills	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course looks at the four step systems/thinking method for addressing issues. It covers four different styles of thinking: dynamic thinking, big-picture thinking, operational thinking and quantitative thinking. Each style will bring you closer to the core of your problems or concerns and enable you to make changes that will benefit your organization in the long run. No more quick fixes that only cause more problems and don't really treat the problem at hand. No more shrugging your shoulders when asked why a problem has come up once again. No more explaining away certain aspects of a situation only to have them come back to haunt you at a later date.	Job Skills Enhancement		X		50%	X
	IN SERVICE	Taking Systems Thinking into Your Personal Life	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Have you tried to change a habit over and over to face defeat again? Do you look at your relationships and see the same problems coming up and feel incapable of changing them? Does it feel like you're butting your head up against the same wall with no relief in sight? Using systems thinking in your personal life can be a new and effective way to tackle and change issues at their core. It is possible to change old habits. You can learn to communicate in more effective ways. Change is not only possible, it is part of life. In this course, you will explore the personal nature of systems. You'll learn about different types of personal patterns and you'll learn how to change personal patters that aren't benefiting you. You'll also explore how systems thinking can connect you to the world at large. You'll learn how relationships operate as systems and the process you can go through to change relationship patterns that aren't working.	N/A		X		State	X

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	IN SERVICE	Team Building: Bridging the Service Gap	DJS	SHORT TERM	13	This workshop is designed to provide Case Managers with new skills, knowledge to build a team spirit based on trust, honesty and effective interpersonal communication. Specific topics covered are: the benefits of teams, stages of team building, barriers to active listening, preventing and de-escalating conflicts, using humor in the workplace.	Team Building		X		50%	X
	IN SERVICE	Team Building: Team Work	DJS	SHORT TERM	3.5	This workshop is designed to provide the participants new skills, knowledge and attitudes to build team spirit based on trust, honesty, respect and effective interpersonal communication.	Team Building	X			50%	X
	IN SERVICE	Team Building: Workshop	DJS	SHORT TERM	7.5	The workshop is designed to provide the participants new skills knowledge and attitudes to build team spirit based on trust, honesty, respect and effective interpersonal communication.	Team Building		X		50%	X
OK SM 6/14/2011	ENTRY LEVEL	Teamwork	DJS	SHORT TERM	4	The objectives of the Teamwork session are to assist participants with defining teams and how teamwork impacts work with youth. The roles of team members are examined and participants assess effective and	Team Building	X			50%	
	IN SERVICE	Teamwork and Emotional Intelligence	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Teamwork and emotional intelligence. The glue that holds today's work teams together is made up of social competence, the ability to influence others, participation and collaboration. These skills, combined with a willingness to develop the team, are the hallmarks of effective teams that will be discussed in this course.	Team Building		X		50%	X
	IN SERVICE	Technology Forecasting	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course introduces the importance of technology in strategic planning and decision-making. It also introduces the concept and techniques of technology forecasting. Two forecasting techniques, trend extrapolation and monitoring are explained in detail.	Job Performance Enhancement		X		50%	X
	IN SERVICE	The Basics of Listening	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course will familiarize you with the communication and listening processes and how listening functions within communication. You will discover the factors and variables that influence communication and listening and learn strategies to overcome weak listening skills. You will then apply these skills to business-based examples. Knowing the basic communication and listening processes will make you aware of where communication can be adversely affected.	Job Performance Enhancement		X		50%	X

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	IN SERVICE	The Emotionally Intelligent Leader	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Putting emotional intelligence to work is an emerging trend in corporate leadership. Developing the best talents in executives, managers and others throughout the organization has become vital to corporate success. As a leader, you cannot rely upon your intellectual knowledge. You must have the interpersonal competence that comes with emotional intelligence. This course will guide you in developing your emotional intelligence as a leader and then direct you in developing it in others.	General Supervisory Skills		X		50%	X
	IN SERVICE	The Enabling Leader I	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Learn how to enable your employees by providing more choices and fostering competence. It will also assist you in discovering common aspirations, improving your interpersonal skills, communicating your passion and making your vision tangible.	General Supervisory Skills		X		50%	X
	IN SERVICE	The Enabling Leader II	Nalt. Inst. Corrections eLearning	SHORT TERM	2	The course will assist you in improving your interpersonal skills, communicating your passion and making your vision tangible. It will also help you understand the importance of developing shared goals and integrative solutions while building relationships based on trust.	General Supervisory Skills		X		50%	X
NO COMMENT	IN SERVICE	The Equip Program	DJS	SHORT TERM	16	An extension component of Positive Peer Culture that enhances the therapeutic milieu through implementation of equip meetings that teach social decision making, anger management and social skills. Primary and secondary cognitive distortions are used to add depth to the problem area associated with PPC. Staff roles and responsibilities are discussed.	N/A		X		State	
	IN SERVICE	The Manager as a Coach & Counselor I	Nalt. Inst. Corrections eLearning	SHORT TERM	3	The participant will learn to take people from adequacy to excellence as you build self-esteem, confidence and competence.	General Supervisory Skills		X		50%	X
	IN SERVICE	The Manager as a Coach & Counselor II	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course provides additional information on the four coaching styles and the methodology to use them all. This will also help the participant discover how to get your workers past the confusion or mistrust that comes with having a new kind of boss.	General Supervisory Skills		X		50%	X
	IN SERVICE	The Mark of a Leader	Nalt. Inst. Corrections eLearning	SHORT TERM	3	Through this course you will discover the key differences between activities and roles of effective managers and those of successful leaders. The participants will discover the key differences by studying the traits and qualities of leaders.	General Supervisory Skills		X		50%	X

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	IN SERVICE	The Pre-Interview Process	Nalt. Inst. Corrections eLearning	SHORT TERM	2	Hiring a new employee can be one of the most difficult business decisions to make. Hiring mistakes are not only time-consuming but are also very costly. This course deals with the steps that are preparatory to the actual interviewing. You will learn to identify and appreciate the components that make up the complete hiring process. This course will show you how define the job accurately that you are trying to fill. And you will learn to analyze resumes, identifying facts and fallacies in a candidate's resume. These preparatory steps will improve your chances of hiring the right candidate for any job.	N/A		X		State	X
	IN SERVICE	The Secrets of Female Leaders	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course reveals the secrets of many women who have become successful business leaders. It teaches women how to become players in the business world and make their careers work for them. Learners will also discover some of the ways great female leaders handle themselves and gain even more professional power.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Time and Stress Management	DJS	SHORT TERM	7.5	This course introduces techniques to improve personal well-being, increase professional effectiveness and to help produce a more stress free workplace.	Job Performance Enhancement' Stress Management		X		50%	X
NO COMMENT	ENTRY LEVEL	Title IV-E	DJS	SHORT TERM	3.5	This training program introduces new DJS Case Managers to the Title IV-E program. Federal funding initiatives that are available to assist in the cost of maintaining DJS youth in foster care placements will be discussed. The training familiarizes Case Management staff with the documentation, reviews and judicial hearings required by these programs. It also addresses their role in the completion of the DJS Random Moment Time Study. Topics of discussion also include AFCARS, Title IV-B, Medicaid eligibility, the Medicaid Rehabilitative Services Program, Social Security and SSI benefits, and Child Support.	Title IV-E Determinations and Redeterminations.	X			75%	
	IN SERVICE	Training and Planning	DJS	SHORT TERM	5.5	This course is an instructional and planning course designed for MCTC provisional and certified instructors to proactively plan training courses and scheduling sessions to meet the needs within their local area and facilities.	N/A		X		State	X

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	IN SERVICE	Training for Trainers for DJS Pandemic Influenza Staff Training	DJS	SHORT TERM	4	The training will provide participants with the purpose for this training and why it's needed; an overview of the operations plan; discuss components of the training module and evaluate trainer understanding of material.	Policy and Procedures		X		50%	X
	IN SERVICE	Transformational Change: Theory and Practice	DJS	SHORT TERM	1	This course will address both a theory of organizational change and practical tools that can be used to lead and manage an organizational change effort. Participants will be exposed to John Cotter's eight-stage change model, which provides a practical frame-work to move organizations from the "mystery" of change to a comprehensible and planned effort that greatly increases the chances for success.	N/A		X		State	X
	IN SERVICE	Transition Planning	DJS	SHORT TERM	15	Two day training -to familiarize participants in the DJS Treatment Service Plan (TSP) Process as well as describe best practices for treatment goals and transitioning youth to permanency.	Development of the case plan - Case management and supervision		X		75%	X
	IN SERVICE	Understand and Confront Performance Problems	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course will help the managers, team leaders and supervisors to understand and confront performance problems. This course gives an insight into why poor performance has to be confronted. It also provides tips on confronting without intimidating	General Supervisory Skills		X		50%	X
	IN SERVICE	Understanding Conflict	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	This course is geared to give learners a thorough understanding of conflict through a wide variety of everyday examples. Upon completion, learners will understand that conflict is inevitable in human relationships and is not something to be feared. They will understand the primary reasons conflict occurs and realize that conflict often produces positive changes that can actually benefit them and their organizations. They will learn to watch out for conflict escalation, recognize and use three unilateral conflict resolution strategies to put an early end to conflict.	Job Performance Enhancement		X		50%	X
ADOPTED ACF SUGGESTION	IN SERVICE	Understanding Teen Culture	DJS	SHORT TERM	22.5	Young people often appear to live in a world that is quite different than adults--a demonstrative world that is continuously under observation, filled with contradictions and unmercifully defined by others. This training is a sometime funny, sometime startling examination of that culture in all its' misunderstood splendor seeking to offer participants a greater understanding and appreciation of teenage life.	Child development & Case management and Supervision.		X		75%	

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Not allowable- Not IV-E - no claim	IN SERVICE	Understanding the Juvenile Justice System	DJS	SHORT TERM	7.5	This training traces the history of the Juvenile Justice System from 16th century Europe to 21st century America. It provides participants with information about the four categories of juveniles, and four causes of delinquency and their respective risk factors. Each participant will learn the three components of the Juvenile Justice System along with knowing the minimum and maximum age of juvenile offenders in Maryland.	General skills required for job performance		X	X	State	
Need more info - No claim	IN SERVICE	Unequal Partners	DJS	SHORT TERM	6.5	This workshop will explore the growing phenomenon of adult-teen relationships, examine trends, review the legal ramifications and learn ways to incorporate this issue in their classroom or community center.	Case management and Supervision.		X		State	
	IN SERVICE	Using Presentation Equipment Effectively	Nalt. Inst. Corrections eLearning	SHORT TERM	3	How do you maintain audience interest throughout a presentation? How can you underscore your message without repeating it over and over again? One answer to these questions lies in the effective use of equipment both visual and non-visual. In this course you will gain a solid background in the importance of the use of visual aids in enhancing the effectiveness of a presentation. You will learn about the different kinds of visual media and associated graphic principles you can apply to make your presentations memorable and exciting. You will also explore the non-visual equipment you can use to create a smooth, effective delivery. Finally you will see how multimedia is playing an increasingly important role in a changing presentation world.	Job Performance Enhancement		X		50%	X
OK SM 6/14/2011	IN SERVICE	Verbal De-Escalation	DJS	SHORT TERM	4	This training emphasizes the communication and verbal aspects of Crisis Prevention and Management training.	Case management/ communication skills		X		75%	
ADOPTED ACF SUGGESTION	IN SERVICE	Verbal Judo	DJS	SHORT TERM	7.5	This training is designed to address the benefits of using Verbal Judo as a tactical communication tool.	Communication skills		X		75%	

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Not allowable - no claim	ENTRY LEVEL	Victims' Rights	DJS	SHORT TERM	3.5	In 1988, the Maryland General Assembly enacted the Rights of Victim or Witness of Delinquent Act. The Act provides guidelines on how a victim or witness of a delinquent act should be treated by agencies within the juvenile service system. During this training session, the participants will identify the rights that victims have under the Maryland Constitution, the do's and don't's when working with victims, and how victims should be treated by DJS personnel.	Personnel policies and procedures	X			State	
	IN SERVICE	Virtual Project Management	Nalt. Inst. Corrections eLearning	SHORT TERM	2	By taking this course, the learner will develop an awareness of virtual team project management skills.	Team Building		X		50%	X
	IN SERVICE	Virtual Project Management	Nalt. Inst. Corrections eLearning	SHORT TERM	2	By the end of this course, the learner will acquire an understanding of the communication skills needed to create, manage and lead virtual teams.	Team Building		X		50%	X
	IN SERVICE	Voluntary- Non-Voluntary Overtime Policy Training	DJS	SHORT TERM	3	Based on an agreement between DJS and the AFSCME union, a voluntary and non-voluntary overtime policy has been developed to provide fair and impartial arrangements for the use of overtime and how it is disseminated. The participants will be made aware of and practice the correct procedure in overtime personnel selection.	State Policy and Procedure		X		50%	X
	IN SERVICE	What is Emotional Intelligence?	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Does IQ determine your destiny? For years, that was overriding belief. However, new behavioral research shows that IQ provides, at best, a narrow view of human intelligence. Factors such as self-awareness, impulse control, persistence, zeal, self-motivation, empathy and social deftness contribute greatly to an individual's success.	N/A		X		State	X
	IN SERVICE	What is Systems Thinking?	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	Systems Thinking enables you to delve into the inner working of your agency to get to the core of what drives your agency forward or backward. Not only will you solve problems but you will also be able to change the thinking that leads to the problems in the first place. Systems Thinking is a way of seeing more and farther, enabling you to manage yourself and your people with the best information possible.	General Supervisory Skills		X		50%	X

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OK SM 6/14/2011	IN SERVICE	What's Johnny Packing in His Lunch Bag?: An Overview of School Violence	MPCTC	SHORT TERM	4	This training presents an overview of school violence trends in America. Potential risk factors including individual behavior and group association will be discussed. Presenters will address educational approaches and resource development to combat the challenges of school violence.	Case Management/Referral to service		X		75%	
	IN SERVICE	Working with Aggressive People	Nalt. Inst. Corrections eLearning	SHORT TERM	3	This course details the characteristics of the six most common types of aggressive people and provides effective ways you can cope with their behaviors.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Working with Arrogant and Duplicitous People	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course teaches how to deal with arrogant and duplicitous people. You will never have to suffer from enlarged egos or minute self-images again.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Working with Negative People and Procrastinators	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course teaches how to deal with Negative people and procrastinators.	Job Performance Enhancement		X		50%	X
OK SM 6/14/2011	ENTRY LEVEL	Working with Sexually Diverse Youth	DJS	SHORT TERM	3.5	After this training, Case Managers will be able to: recognize the values, attitudes and skills needed to help DJS youth learn about safer sex behaviors. The Case Manager will be able to identify for the youth and describe three types of contraception, including their effectiveness in preventing pregnancy and sexually transmitted infections. This training will enable the Case Manager to make appropriate referrals as necessary.	Development of the case plan. Referral to service	X			75%	
	IN SERVICE	Working with Sexually Diverse Youth	DJS	SHORT TERM	3.5	An introductory course about working with sexually diverse youth. This training will enable the Case Manager to identify issues relating to sexually diverse youth and make appropriate referrals for services.	Skills/ Case Plan Development/ Referral for Service.		X		75%	X
	IN SERVICE	Working with Sexually Diverse Youth	DJS	SHORT TERM	7	To increase the number of professionals who are comfortable and competent working with gay, lesbian, bisexual, transgender and questioning (GLBTQ) youth, a broad range of sexual diversity including: discussion and other interactive activities, local resources for youth and professionals will be identified during this training. This training will enable the Case Manager to identify issues relating to sexually diverse youth and make appropriate referrals for services.	Communication Skills/ Case Plan Development/ Referral for Service.		X		75%	X

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	IN SERVICE	Writing Effective Business Documents	Nalt. Inst. Corrections eLearning	SHORT TERM	2	This course helps the participant write business communications in an effective manner. The participant will learn to construct clear, concise and effective memos, letters, case plans, and reports.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Writing Effective E-mail messages	Nalt. Inst. Corrections eLearning	SHORT TERM	2.5	In this course, you will discover when e-mail messages may be inappropriate and how to write e-mail for different audiences. In addition, you will learn tips and rules for writing effective e-mail messages, including how to compose terrific subject and lead-in lines that accurately describe the text. You will also discover how to address e-mails in a conversational tone. Finally, you will learn about the privacy and legal issues surrounding the use of e-mail in today's business environment.	Job Performance Enhancement		X		50%	X
	IN SERVICE	Your Role: Responding to Sexual Abuse	Nalt. Inst. Corrections eLearning	SHORT TERM	2	The course is designed to enhance correctional professionals' skills in responding to incidents and allegations of sexual abuse. The program provides a comprehensive overview of The federal Prison Rape Elimination Act (PREA) and is designed to increase participants' understanding of the dynamics of sexual abuse among male inmates, female inmates and between staff and inmates. As a participant, you will learn how to effectively and appropriately respond when you first learn of an allegation of sexual abuse that may have occurred in your correctional facility. The interactive nature of the course's "business cases" will enable you to practice and apply the skills you learn in a "real world" scenario.	N/A		X		State	X
	IN SERVICE	Youth and Tobacco Use	DJS	SHORT TERM	6.5	This course will educate participants in tobacco use prevention and instruct participants in basic skills to conduct brief interventions with youth tobacco users.	N/A		X		State	X

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NO COMMENT	ENTRY LEVEL	Youth Gang Awareness	DJS	SHORT TERM	7.5	This training is designed to provide updated information on gang activity in Maryland. This training will focus on Maryland's gang culture and help to enhance participants' knowledge of this growing problem. This session will provide information about the history of gangs, why youth join, the structure of gangs and their language, dress and culture. This training will enable the Case Managers to identify gang issues and make appropriate referrals for intervention.	Development of the case plan. Referral to service	X			75%	
	IN SERVICE	Youth Worker's Toolbox	DJS	SHORT TERM	7	learn and practice tested activities to address issues such as values, decision making, communication, abstinence, contraception, sexually transmitted infections, etc.	N/A		X		State	X
	IN SERVICE	Youth Worker's Toolbox II	DJS	SHORT TERM	7	Participants will learn additional skills related to decision-making, communication, values and other topics covered in Youth Worker's Toolbox I.	N/A		X		State	X